

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Personnel Director

DATE: 24 November 1953

FROM : Chief, Personnel Procurement Division

SUBJECT: Procedural Suggestion re: Interview Report Form

25X1A 1. A phone call from [ ] Chief, Security Division, Security Office, yesterday, requesting the inclusion of the name of the individual recommending an applicant whose case has gone into security processing, has highlighted for me a matter which I would like to suggest that you raise with the Director of Security.

25X1A 2. At present, and in the past, the only part of the applicant file that reaches security is the Personal History Statement, photostated en route to [ ]. The recruitment officer's interview report, which often contains information that would be exceedingly helpful to security, never gets into the security case file.

25X1A 3. The specific information [ ] has called for is set forth in the interview report form, for example, in the upper right hand corner of the front page. To be obliged to write in this information on the first page of the PHS to comply with [ ] request requires another clerical operation either in PPD or PUD, and we are short enough already on clerical assistance.

25X1A 4. Therefore, I should like to propose that the possibility of photostating the completed interview report form as well as the PHS, be explored with the Director of Security. I do not believe that it would be necessary to photostat any of the interview report forms that might be generated in the course of follow-up interviews in PUD or in the operating divisions, since these are never as complete as field reports, and usually do not differ in content on the cases that reach processing. While I believe that the above procedure could easily apply to clerical as well as professional cases, for reasons of workload, it might prove expedient to limit the practice to professional files.

25X1A 5. Your comments would be appreciated.

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